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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CLASSIFICATION OFFICER

Code: 522108

Pay Grade: 23 (\$35,859.20 - 48,526.40/yr.)

Open for Recruitment: July 3, 2013 - July 17, 2013

JOB DESCRIPTION

This is professional services work in administering a penal or correctional institution classification system. Responsibilities include overseeing classification system operations; collecting, analyzing, and summarizing data; interpreting, advising on, and applying rules, regulations, and statutes; and controlling the security of all records. In addition, position verifies and documents all compacts and other legal applications and testifies in Courts of Law as the legal representative of the State.

Typical Duties

- Reviews, analyzes, summarizes inmate records, and recommends appropriate work assignment and other conditions of imprisonment.
- Oversees calculation and award of inmate predetention and good time, and oversees establishment and maintenance of inmate release date.
- Oversees the preparation, maintenance, control, and security of inmate case history records.
- Verifies, prepares, and distributes all legal inmate documents including compacts on detainees.
- Testifies in Courts of Law as the legal representative of the State.
- Consults with law enforcement agencies, attorney and judicial representatives, agency personnel, and inmates on legal documents, records, and other data.
- Trains prison personnel on court procedures and classification policies.
- Compiles, interprets, analyzes, summarizes, and reports on census statistics and prison activities.
- Reviews and recommends proposed legislation and rule changes.
- Directs, assigns, and evaluates classification work of subordinate employees.

MINIMUM REQUIREMENTS

In order to qualify, you must have a Bachelors Degree in Criminal Justice or related field and two (2) years experience in interpreting the criminal code or similar statutes, -OR- an equivalent combination of training, education, and experience.

GENERAL INFORMATION:

- The Department of Corrections, Downeast Correctional Facility has a current vacancy in Machiasport.
- ***An on-line application is required for this job title and must be submitted even if you are currently on any other registers.***
- ***You must complete the required Supplemental Qualifications Form (First part of online application "apply now" process).***
- Your application evaluation results will be e-mailed to the address you use to login to your online account.

CLASSIFICATION OFFICER

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Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 17.87% of pay.